

## County Financial Interface Plan

| Seq | Status    | Who | What                                       | Details   |
|-----|-----------|-----|--|---|
| 1   | Week 1-3  |     | Conduct financial interface gap analysis   | <ul style="list-style-type: none"> <li>• Discuss the county's accounting system requirements</li> <li>• Explain the purpose and use of the Check Write File</li> <li>• Identify Check Write File fields that will meet the needs of the accounting system</li> <li>• Discuss the county chart of accounts</li> <li>• Discuss the level of detail required to designate the appropriate fiscal account number</li> <li>• Explain the process WiSACWIS provides to designate accounts</li> <li>• Demonstrate an example cross-walk / recode table</li> <li>• Discuss the requirements of the Check Printed interface file</li> <li>• Discuss the Financial Interface work plan</li> <li>• AMS will provide the following (paper and/or electronic copies): <ul style="list-style-type: none"> <li><input type="checkbox"/> Check Write File structure and format</li> <li><input type="checkbox"/> Check Printed File structure and format</li> <li><input type="checkbox"/> Recode Table Example</li> <li><input type="checkbox"/> Sample Check Write File (text file)</li> <li><input type="checkbox"/> Sample Check Printed File (text file)</li> <li><input type="checkbox"/> Financial Check File Copy Process document</li> </ul> </li> </ul> |
| 2   | Week 1-6  |     | Begin VPN/REPL Install                     | <ul style="list-style-type: none"> <li>• Coordinate with Sue Zemke to initiate installation and setup of the VPN and configuring county network firewalls</li> </ul>  |
| 3   | Week 2-4  |     | Begin financial interface design           | <ul style="list-style-type: none"> <li>• Design financial interface process flow</li> <li>• Determine cross-walk / recode table values</li> <li>• Rough draft or summary of planned interface program</li> <li>• County designs for similar financial systems will be provided in advance</li> </ul>  |
| 4   | Week 5    |     | Complete financial interface design        | <ul style="list-style-type: none"> <li>• County is requested to provide design documentation (even rough draft or working document)</li> </ul>  |
| 5   | Week 5    |     | Financial interface design review          | <ul style="list-style-type: none"> <li>• WiSACWIS project technical staff will review and discuss the interface design to identify any possible issues</li> </ul>   |
| 6   | Week 6-11 |     | Begin financial interface development      | <ul style="list-style-type: none"> <li>• County staff begins coding the financial interface</li> </ul>  |
| 7   | Week 6    |     | Complete VPN Install                       | <ul style="list-style-type: none"> <li>• VPN configured and ready for testing</li> </ul>  |
| 8   | Week 8    |     | Develop financial interface test plan      | <ul style="list-style-type: none"> <li>• Verify Dry Run 1 and Dry Run 2 dates</li> <li>• Will county financial interface be ready in time for Dry Run 1?</li> <li>• Sample check write files to be provided for basic internal testing</li> </ul>   |
| 9   | Week 7-9  |     | VPN/REPL Testing                           | <ul style="list-style-type: none"> <li>• Test the county's ability to transfer data files across the VPN</li> </ul>   |
| 10  | Week 9    |     | VPN/REPL Testing complete                  | <ul style="list-style-type: none"> <li>• County has verified its connection to the state servers and the capability to upload and download files using the VPN</li> </ul>   |
| 11  | Week 9-10 |     | Begin financial interface internal testing | <ul style="list-style-type: none"> <li>• Testing of execution files, import process to accounting system, and creation of the return interface file</li> </ul>  |

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|------------|----------------|------------|--|--|
| 12         | Week 11        |            | Complete financial interface development         | <ul style="list-style-type: none"> <li>Finalize coding of interface and prepare for integration testing</li> </ul>   |
| 13         | Week 10-11     |            | Begin financial interface integration testing    | <ul style="list-style-type: none"> <li>Testing of script processes, importing of check write file, validation of data in accounting system, and creation of the return interface file</li> </ul>   |
| 14         | Week 11        |            | Dry Run 1 financial interface production testing | <ul style="list-style-type: none"> <li>Test financial interface procedures, import process, and cross walk table setup</li> </ul>  |
| 15         | Week 11        |            | Test Financial interface                         | <ul style="list-style-type: none"> <li>WiSACWIS financial contact will create Check Write file from county's converted data</li> <li>Check Write file will be provided to county via email for financial interface testing</li> <li>Corresponding financial reports will be provided to fiscal staff for verification / familiarization</li> </ul> |
| 16         | Week 12-13     |            | Financial interface modification / tweaking      | <ul style="list-style-type: none"> <li>Fine tune financial interface based upon Dry Run 1 integration test results</li> </ul>  |
| 17         | Week 13        |            | Dry Run 2 financial interface production testing | <ul style="list-style-type: none"> <li>Validate interface procedures and integrity of data import process</li> </ul>   |
| 18         | Week 13-14     |            | Test Financial interface                         | <ul style="list-style-type: none"> <li>WiSACWIS financial contact will create Check Write file from county's converted data</li> <li>Check Write file will be provided to county via email for financial interface testing</li> <li>Corresponding financial reports will be provided to fiscal staff for verification / familiarization</li> </ul> |
| 19         | Week 15        |            | Financial interface testing complete             | <ul style="list-style-type: none"> <li>County has validated any automated script, the integrity of the data import, and the proper selection of fiscal account numbers</li> <li>Correct payment amounts are not a requirement for successful interface testing (i.e. data cleanup not yet complete)</li> </ul>                                     |
| 20         | Week 16        |            | Go Live!   | <ul style="list-style-type: none"> <li>Data catch up and clean up begins</li> </ul>  |
| 21         | Beyond Go Live |            | Production use of financial interface            | <ul style="list-style-type: none"> <li>County has completed successful interface testing and has completed enough data cleanup to begin using the financial interface to generate checks</li> </ul>  |